



Sagarmala Finance Corporation Limited

**Request for Quotation from C.A firm for
Balance sheet and Income Tax Return related work**

Ref. No.: SMCL/NIQ/2025-26

February' 2026

**Sagarmala Finance Corporation Ltd. (SMFCL)
1st Floor, Thapar House, Gate No. 2
124, Janpath, New Delhi – 110 001**

1. Introduction:

SMFCL has commenced its NBFC business operations with effect from 21.01.2026 pursuant to receipt of necessary approvals from RBI.

Accordingly, the Annual Financial Statements for F.Y. 2025–26 are required to be prepared in strict compliance with:

- RBI Master Directions applicable to NBFCs.
- Schedule III of the Companies Act, 2013 (Division III – NBFC Format).
- Applicable IND-AS / Accounting Standards.
- RBI Prudential Norms and other regulatory disclosure requirements.

Since F.Y. 2025–26 is the first year of NBFC operations, preparation of Financial Statements will require specialized expertise in:

- Classification of financial assets and liabilities as per NBFC norms.
- Provisioning as per RBI guidelines.
- Preparation of NBFC-specific disclosures and Notes to Accounts.
- Compliance verification with RBI prudential norms.
- Alignment of accounting framework with regulatory reporting requirements.
- Compliance with Statutory Auditor and CAG observations etc.

Considering the technical and regulatory complexities involved, it is proposed to engage a qualified Chartered Accountant firm having expertise in NBFC accounting and IND-AS compliance.

2. Instructions to Bidders:

1.	Organization	Sagarmala Finance Corporation Limited
2.	Ref No.	SMFCL/NIQ/2025-26 dt. 11.02.2026
3.	Venue for bid submission	Sagarmala Finance Corporation Limited 1 st Floor, Thapar House, Gate No. 2 124, Janpath, New Delhi – 110001
4.	Date of Issue of Document	12 February 2026
5.	Bid submission end date and time	12:00 hours on 27 th February 2026
6.	Date and Time for Opening of Financial Bids	12:30 hours on 27 th February 2026

7.	Validity of offer	45 days
----	-------------------	---------

3. Submission & opening of bids

The offer shall be submitted in prescribed format on gem portal (Financial Annexure III to be submitted only in financial bid) . Bids received after the prescribed time shall not be accepted. All relevant documents regarding eligibility, shall be submitted with the offer, failing which the bid may be liable for rejection.

Senior Manager (Finance)

Sagarmala Finance Corporation Limited

e-mail: sm.fin@sdclindia.com

Phone: 011- 21400754

4. Scope of Work and Timelines

The selected CA firm will be responsible for the following activities :-

Sr. No.	Nature of Work
1	Ledger Scrutiny & Trial Balance Scrutiny
2	Reconciliation of 26 AS & Reconciliation of Accrued Interest of FDR
3	Checking of GST Reconciliation with Returns
4	Checking of TDS Reconciliation with Returns
5	Updation of Financial statements data in PE Survey Portal
6	Filing of Income Tax Return
7	Preparation of Standalone Financial Statements (IND-AS & RBI Regulation) taking into account compliance to earlier CAG comments with 3 set printed Annual Accounts (F.Y. 2025–26).
8	Preparation of Consolidated Financial Statements (IND-AS & RBI Regulation) taking into account compliance to earlier CAG comments with 3 set printed Annual Accounts (F.Y. 2025–26).
9	Hindi Translation of Balance Sheet full (SFS & CFS) with 3 set printed copies.
10	All relevant IND AS & RBI Compliance in the Balance Sheet
11	All notes to Accounts and Disclosure of Accounting Policies etc.
12	Compliance to Statutory Auditor observations (On Standalone & Consolidated Financial)
13	Compliance to CAG Auditor observations (On Standalone & Consolidated Financial)and preparation of Summarized Financial Results for submission with C&AG.

- Standalone & Consolidated Balance Sheet to be prepared by single qualified senior C. A.
- The senior C.A. should be present at the time of Statutory audit, CAG Audit, Board Meeting & AGM as and when required.
- Preparation and filing of Income Tax Return within due date of 31.10.2026.

- Standalone Balance Sheet with proper notes to accounts, to be completed in all respect & submitted to SMFCL within 60 days from date of issue of Letter of Award.
- Consolidated Balance Sheet with proper notes to accounts to be completed in all respect & submitted to SMFCL within 10 days after receipt of financial statements of subsidiary and associates from SMFCL.

5. Eligibility Criteria

The CA firm should demonstrate a strong understanding of applicable accounting standards and RBI regulations, including IND-AS.

They must meet the following criteria:

Age of Firm	Minimum 15 years
Staff strength	At least one Senior Qualified CA (FCA) with minimum 15 years' experience and minimum 5 qualified CA staffs.
Turnover	Minimum 25 lacs
Location	Must be based in Delhi/NCR

All Related documents should be attached to support the fulfillment of above criteria. Self-Declaration should be submitted that the firm has not been blacklisted by any PSU earlier.

6. Selection Criteria

The agency will be selected based on least cost method from among the eligible agencies fulfilling eligibility sl. No.5. Only those firms who are meeting the eligibility criteria as per sl. No.5 will be consider eligible for financial evaluation.

Pre-Bid meeting will be held with bidders on 24.02.2026 at 15:00 Hrs. Interested bidder may attend the same at following address physically:

Sagarmala Finance Corporation Limited

1st Floor, Thapar House, Gate No. 2

124, Janpath, New Delhi – 110001

7. Period of Contract:

The contract period shall be initially for 01 year, which may be extended for another 02 years subject to satisfactory completion of works & future requirements of SMFCL with 20 % increment each year after initial 1 year.

If the contract is renewed, from financial year 2026-27 quarterly financials will also be required to prepared by CA firm selected in a format (based on format of NBFC prepared for F.Y 2025-26) which will enable the company to file RBI returns. The same is required to be prepared with in 15 days of close of each quarter.

8. Terms of Payment

Payment shall be made to the agency as under:

S No.	PARTICULARS	PERCENTAGE
1	Preparation of standalone balance sheet & submission to SMFCL. Completion of Stat Audit and updation of financial data in PE Survey portal within its deadlines.	30%
2	Preparation of Consolidated balance sheet & submission to SMFCL, co-ordination and completion of Stat Audit.	30%
3	Income tax return filing	15%
4	Co-ordination with CAG Auditors and complying to queries raised by CaG and preparation of SFR as required by CaG	15%
5	Finalization of Balance sheet (both SFS & CFS), both English and hindi version and after completion of AGM	10%

8. SMFCL may terminate the contract at any time if the services are not performed to the Company's satisfaction.

9. In case of any dispute, the decision of MD, SMFCL shall be final and binding.

LETTER OF APPLICATION

(on agency letterhead)

To
Senior Manager (Finance)
Sagarmala Finance Corporation Limited
1st Floor, Thapar House, Gate No. 2
124, Janpath, New Delhi – 110 001

Subject: Application for Appointment of Agency for Preparation of Balance Sheet and Income Tax Return.

With reference to your document dated, we, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection. The Proposal is unconditional and unqualified.

We understand you are not bound to accept any Proposal you receive.

We acknowledge that SMFCL will be relying on the information provided in the Proposal, and we certify that all information provided in the Proposal is true and correct, nothing has been omitted which renders such information misleading.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from arithmetic correction, if any, up to expiration of the validity period of the Proposal.

We understand that you may cancel the selection process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Applicants.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

(Name and stamp of the Applicant/Member in Charge)

AGENCY DETAILS FORM
(on agency letterhead)

1	Name of Agency	
2	Office Address with telephone number and email id	
3	Name and Designation of Contact Person	
4	PAN No./TIN No. (Attach copy)	
5	GST registration No. (Attach copy)	
6	Banking Details for Payment <ul style="list-style-type: none">• Bank Name:• Agency Name as per Bank records:• NEFT/IFSC Code:• Account No:	

FINANCIAL BID

To
 Senior Manager (Finance)
 Sagarmala Finance Corporation Ltd. (SMFCL)
 1st Floor, Thapar House, Gate No. 2
 124, Janpath, New Delhi – 110 001

Subject: Quotation for “Appointment of Agency for Preparation of Balance Sheet related work and ITR.

Sir,

With reference to your Quotation document published on ... on the subject mentioned above, on behalf of M/s, I /We quote the following rate: -

S No	Particulars	Amount in Rs. (excluding GST)	Amount in words
1	Lumpsum Price for Balance Sheet related work and ITR (FY 2025-26). This amount shall include all expenses incurred for the above assignment.		
2	Lumpsum Price for Balance Sheet related work and ITR (FY 2026-27) including quarterly accounts. This amount shall include all expenses incurred for the above assignment.		

Note:

1. GST as applicable shall be paid extra in addition to the above cost on submission of Tax Invoice.
2. Evaluation of financial bid will be based on rate quoted above.

Yours faithfully

(Authorised Signatory)
 (With name/designation, contact No.& seal)